

16th July 2020

Dear Parents/Guardians

School lunches

Exciting News! From September 2020, there will be changes regarding the provision of our school lunches. We are pleased that under the direction of our new Trust Catering Manager, Mrs Keiller, we have taken the catering provision 'in-house' in our Torquay Hub. Some members of staff have transferred from ISS to join our team. Mrs Keiller joins us from Torquay Girls' Grammar School and has a wealth of experience in running a catering team. She has been working with our South Hams Schools to develop an excellent in-house service where our children are enjoying healthy, nutritious food.

Our mission is to improve the health of our children through better eating habits and food education, inspiring the next generation into good lifelong eating habits.

Lunchtimes are an important part of the school day. Healthy, nutritious, balanced school lunches can lead to better health and a better academic performance. All meals will be made from scratch. Going forward the Trust will be working towards becoming a Food for Life School. This will entail using quality produce including Red Tractor meats, free range eggs and local produce.

In order to streamline the process for parents, the booking and paying for school lunches will need to be done via [School Money](#).

You can also access school money via the MyEd App. If you have not already downloaded the App we would encourage you to do so as this will give you access to information about your child and the school in one place. Downloading the App is just three simple steps:

- Step 1 – Go to your App store
- Step 2 – Search for My Ed
- Step 3 – Download the App

The cost of the lunches from September will be £2.45 and whilst this is a small increase on the current price, this is due to the quality of the produce that our schools will be using.



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TOGETHER WE EMPOWER EXCELLENCE

Any extra monies from school meals will be reinvested into developing an outstanding catering service for our children and not going towards profit for outside caterers.

Children in EYFS, Year 1 and Year 2 will still be entitled to a free school meal along with those children who are currently on means-based free school meals.

The process for ordering the lunches will be as below:

Dinner Ordering

- Log into your [School Money Account](#)
- Select Dinners from the option menu on the left hand side of your screen
- This will take you to a screen which will show each of the dinner weeks that are available to pre-book under your child's name
- Select the +sign next to the week you would like to pre-book
- Select the drop down box next to the day you want to book for and choose one of the options available
- Once all meals have been chosen, click the 'Update Booking' button in the bottom right hand corner
- You can repeat for any other weeks you want to book
- When you have finished your selection please check out and pay
- If your child is eligible for free school meals or universal infant free school meals, then you will still need to book and check out the lunches but you will not be charged.

In order for the process to run efficiently, we will require all parents to book their child's lunch online via [School Money](#) by 11.59pm the previous day. **There will no longer be the facility available for children to order on the day in the classroom and it is imperative that lunches are ordered in advance.** This will be beneficial to both the teacher and your child. You will be able to view the menu and make your choices with your child knowing the meal that they will be having. It will also free up valuable teaching



time in the classroom without the need for teachers to spend time booking the lunches with your child. This is extra teaching time for your child.

We appreciate that some children prefer to bring their own packed lunch from home however we would request that these are sent in with your child in the morning and not dropped into the office during the course of the day. This is important so that we can minimise the movement of staff between groups of children within the school.

Whilst writing, I should also like to confirm that any balance on your child's lunch account with ISS will be transferred over to [SchoolMoney](#) and show on your child's account at the start of the academic year in September. Going forward, there will be no credit facilities available and unless your child is entitled to a free school meal, you will need to pay for the lunches at the time of booking in order to complete the order.

For your information, I have attached a copy of the SchoolMoney Parent User Guide and a copy of the menu starting in September.

Should you have any queries, please do not hesitate to contact the Academy Office.

Yours sincerely

A handwritten signature in black ink that reads "J. Stephens".

Mrs J Stephens
Head of Academy